



ADMINISTRATIVE NOTES



U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
LIBRARY PROGRAMS SERVICE

VOL. 4 , NO. 7

JUNE 1983

1980 CENSUS OF POPULATION AND HOUSING

PC80-1-D, Detailed Population Characteristics, consists of 57 reports averaging 900 pages. The reports are scheduled by Census for publication from August 1983 through December 1983. The correct item numbers are 159-C-01 through 159-C-53.

HC 80-2, Metropolitan Housing Characteristics, consists of 380 reports. The reports are scheduled by Census for publication from June 1983 through December 1983. The correct item numbers are 156-B-01 through 156-B-53.

Census has decided to produce the two series above in paper instead of microfiche. The series were originally surveyed 2 years ago with several format changes occurring since that time. GPO will distribute both reports in paper only. The List of Classes now shows the incorrect MF format; this will be changed shortly.

Due to the paper distribution, some libraries may not want to receive all of the documents due to a storage problem. If this is the case at your library, please review carefully your selections for item numbers 159-C-(nos.) and 156-B-(nos.) to insure that the selections are the way you want them on the selection update printout to be mailed shortly.

The changes will not take effect for all of the reports since some issues will be published before the printout is completed; however, the review should help for most of the issues.

1982 CENSUS OF AGRICULTURE AND ECONOMIC CENSUSES

Census plans to begin issuing the 1982 Census of Agriculture preliminary reports in July. There are 3200 county reports which will be shrink-wrapped by state with the state report on top. In addition, the state reports will be issued together with the U.S. summary. GPO will sell the publications in this format and plans to distribute them in the same manner. It is currently anticipated that the final state report will be issued 6 weeks after the issuance of the preliminary reports. The SuDocs class and item for these reports is C 3.31/7:, Item 152-B-1-53.

The Economic Census publications are scheduled to begin in August with the preliminary reports series. One major change has been made. The Advance Geographic Area Series for the Censuses of Retail Trade, Wholesale Trade, and Service Industries will not be issued. (Final geographic area reports will be issued, however). Instead, Census will issue preliminary industry reports by subject. Therefore, two new classes have been assigned to link these series to the existing Subject Reports classes, and all publications will be added to the existing item number for the Subject Reports. Following is a breakdown of the changes affecting these Censuses.

STATISTICAL COLLECTIONS FOR BIENNIAL REPORT UPDATE

In September 1983, GPO will send out the 1983 Biennial Survey questionnaire. The purpose of the Biennial Report is to fulfill the requirements of 44 USC Section 1909; "The designated depository libraries will report to the Superintendent of Documents at least every 2 years concerning their condition." The results of the Biennial Report have a twofold purpose; to provide GPO with a picture of conditions in depositories and to provide depositories with meaningful statistics which will enable them to draw conclusions about services in their libraries.

The 1983 Biennial Survey will contain a section of statistics which will repeat on later surveys so that GPO and depository libraries will have a sense of change over time.

It will be necessary to collect some information prior to receiving the survey in September. Please follow the instructions for collecting data. The results will only be valid if everyone uses the same sampling schedule for collecting data.

WEEK ONE	Monday
WEEK TWO	Tuesday
WEEK THREE	Wednesday
WEEK FOUR	Thursday
WEEK FIVE	Friday

Please add all five days' results together when answering Biennial Survey questions. A form is attached to facilitate data collection. You will need to make five copies of the form to use for each day of the survey. The list of topics addressed is not complete but will help us in determining a depository library profile. Please address any comments or suggestions about the statistics to Anita Newman, U.S. Government Printing Office, 5236 Eisenhower Avenue, Alexandria, VA 22304.

Census of Retail Trade

New class: C 3.255/3-2: Preliminary Industry Series. Item 133.

Deleted class: C 3.255/2-2: Geographic Area Statistics, Advance Reports. Item 132-A (This item will be retained for the final reports)

Census of Wholesale Trade

New class: C 3.256/3-2: Preliminary Industry Series. Item 133-B-1.

Deleted class: C 3.256/2-2: Geographic Area Statistics, Advance Reports. Item 132-B (Same as above)

Census of Service Industries

Class title change: C 3.257/3-2: Preliminary Industry Series (title changed from advance Subject Reports) Item 133-C-1

Deleted class: C 3.257/2-2: Geographic Area Series, Advance Reports.

We will not resurvey any of the Agriculture or Economic Census series. Please check your selections carefully and make any desired changes to the upcoming printout. All of the above series, as well as the remaining series for these censuses, are planned to be issued and distributed in paper only.

SENATE NUMBERING ON JOINT COMMITTEE PUBLICATIONS

Some Congressional joint committee publications will bear Senate numbering but GPO will not use this in the SuDocs class. Since not all publications will receive the numbers, trying to pick up some would be confusing. Thus, GPO will continue to cutter all publications issued by joint committees until such time as a separate numbering scheme is devised. The Senate number will, however, be recorded in the cataloging and will index in the Monthly Catalog in the Series/Report Index.

FALL WORKSHOP INFORMATION

In ADMINISTRATIVE NOTES for May 1983 (Vol. 4, No. 5) dates for the Fall Workshops were listed and an address with telephone number provided for requesting information. Please change the telephone number to: (703) 557-0462.

SEPARATE SHIPMENTS

Recently we've experienced some minor problem in coordinating the weekly separate shipping list numbers with our mailing contractor. This situation is being resolved immediately and you should not experience further problems with separates being mailed from the contractor.

ATTENTION LIBRARIANS

Please find following a new listing of the LPS portion of the GPO phone book. The entire phone book will be sent to you in a week or so, but in the meantime this may help you. The area code is 703.

THIS IS A WORKFORM FOR COLLECTING DATA. MAKE FIVE COPIES OF THIS FORM TO USE FOR THE FIVE DAYS OF THE SURVEY.

No. of users in the documents dept. (For separate documents departments only)

ALL DEPOSITORYIES: ALL QUESTIONS RELATE TO DOCUMENTS

No. of directional questions
(EX. Where is the U.S. Code?)

No. of reference/research questions

No. of database reference searches

No. of referrals

No. of items not available for use for which library staff searches stacks and other locations

No. of interlibrary loan requests sent out

No. of interlibrary loan requests filled

No. of hours spent on tours, bibliographic instruction, presentations, publications, exhibits or other publicity for documents

The following information for the Biennial Report does not require sampling.
You will need to collect the following information over a 1 month period.

RECEIPTS Regionals and full depositories do not need to collect this information.

Number of depository print pieces (excluding legislative documents (classes X and Y)

Number of bills and legislative documents (classes X and Y)

Number of microfiche (excluding X and Y)

Number of maps

ACQUISITIONS All depositories

Number of claims ordered

Number of items purchased from GPO Sales

Number of items received from other depository programs eg. NRC, NASA, NLM

Number of items offered on exchange lists

Number of items sent to other libraries from exchange lists

Number of items disposed of

RECORD MAINTENANCE

Number of print pieces (excluding legislative documents) cataloged

Number of print pieces (excluding legislative documents) included on a shelflist, serial checkin or other locator file

Number of microfiche (excluding legislative documents) cataloged

Number of microfiche (excluding legislative documents) included on a shelf-list, serial checkin or other locator file

STAFFING This pertains to documents only

Number of professional staff (FTE)

Number of clerical and support staff (FTE)

Number of volunteers (FTE)

EQUIPMENT

Seating capacity for users of documents

Number of microfiche readers

Number of microfiche reader/printers

Number of computer terminals available to users and staff

Number of copiers staffed and unstaffed provided on library premises for users

Fiche-to-Fiche Duplicator capability

DISCONTINUED TITLES AND THE SERIALS/PERIODICALS UPDATE

1Jun83

SERIALS/PERIODICALS UPDATE

- A 92.10:(date) Milk production. Item 24-F. Frequency changed from quarterly to monthly with Jan. 1983.
- A 92.10/7:(date) Dairy products. Item 24-F. Frequency changed from quarterly to monthly with Jan. 1983.
- A 92.18/3:(date) Livestock slaughter. Item 24-J. Frequency changed from quarterly to monthly with Jan. 1983.
- D 101.77:(date) Air defense magazine. Item 330-C-01. Title changed to: Air defense artillery (OCLC 9482828) with Winter 1983.
- D 206.7:(v.nos.&nos.) U.S. Navy medicine. Item 385-D. Frequency changed from monthly to bimonthly with Jan.-Feb. 1983.
- D 207.18:(v.nos.&nos.) Surface warfare. Item 400-D. Frequency changed from monthly to bimonthly with v. 8, no. 1 (Jan.-Feb. 1983).
- FT 1.18:(date) Quarterly financial report for manufacturing, mining, and trade corporations. Item 536-A. With the 4th qtr., 1982 issue, this publication is being issued by the Bureau of the Census and is classed: C 3.267:(date).
- HE 20.6216/2-2:(date) Bibliography on health indexes. Item 508-N. No issues were published between 1980, no. 2 and 1983, no. 1.
- OP 1.9:(date) Topics. Item 834-W-3. Frequency changed from bimonthly to quarterly with Spring 1983. The vol. no. & no. will no longer be printed on the publication; the date will now be used for classification.
- T 1.3:(date/nos.) Treasury bulletin. Item 926-A. Frequency changed from monthly to quarterly with Winter 1983.

DISCONTINUED TITLES

- A 1.80/3:(date) OIG news. Discontinued in 1980 or 1981.
- A 1.125:(nos.) Small farm family newsletter. Discontinued with no. 8 (summer 1981).
- A 92.12:(date) Farm labor. Discontinued with May 22, 1981.
- C 55.222:(v.nos.&nos.) EDIS : Environmental Data and Information Service. Item 273-D-7. Discontinued with v. 12, no. 1 (Jan. 1981).
- CSA 1.11:(v.nos.&nos.) Opportunity II. Item 361-B. Discontinued with v. 2, no. 3 (summer 1980).
- TEM 1.16:(v.nos.&nos.) Emergency management. Item 216-A-10. Discontinued with v. 1, no. 4 (summer 1981).
- L 1.34/5:(v.nos.&nos.) Labor literature. Item 762-D-7. Discontinued with v. 6, no. 24 (Dec. 15, 1981).

Discontinued Titles continued.

NCU 1.15:(date)	The NCUA review. Item 527-E-1. Discontinued with Feb. 1982.
Pr 39.14:(date)	National consumer buying alert. Item 851-J-2. Discontinued with Jan. 1981.
RR 1.7/3:(date)	The RRB quarterly review. Item 859-E. Discontinued with 1980, no. 3 (June 1981).
TD 1.25:(nos.)	Transportation consumer. Discontinued with no. 27 (June 1981).
TD 2.34:(v.nos.&nos.)	Highway focus. Item 982-G-13. Discontinued with v. 13, no. 1 (Mar. 1981).
Y 3.G 79/3:9(v.nos.&nos.)	Great Lakes communicator. Discontinued with v. 11, no. 12 (Sept. 1981).

OPERATION CLEAN-UP

Due to a recent clean-up of shortages up to one year old, the Depository Distribution Division reviewed all short titles and a second attempt was made to obtain additional copies unsuccessfully. Therefore a decision was made to ship short. All items listed on Shipping List 18,064 were shipped to regionals only and those States actually covered by the materials involved. Shipping List 18,065 publications were mailed to regionals only. Do not claim publications on these two lists, please.

LIBRARY PROGRAMS SERVICE

(Eisenhower Complex)

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STOP

LIBRARY DIVISION SLL

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 Chief (Smith).....557-0235

Address: Library Programs Service
U.S. Government Printing Office
5236 Eisenhower Ave.
Alexandria, VA 22304
ATTENTION: ?

Revised Distribution Statistics

The Library Programs Service distributed the following volume of materials during fiscal years 1978, 1979, 1980, 1981 and 1982. Please disregard the incorrect statistics sent in Administrative Notes, Vol. 4, No. 6 dated May 1983.

Publications Mailed (Hardcopy)

<u>Fiscal Year</u>	<u>Titles</u>	<u>Copies</u>
78	32,142	12,928,901
*79	69,878	19,580,302
80	34,234	9,395,283
81	37,385	11,923,321
**82	15,849	7,023,392
***83	10,836	5,121,939

Publications Mailed (Microfiche)

<u>Fiscal Year</u>	<u>Titles</u>	<u>Copies</u>
78	4,045	1,544,755
79	16,553	7,473,049
80	24,438	10,651,385
81	27,993	12,820,265
82	27,974	13,686,010
***83	23,748	12,045,238

* This high figure is due to the large backlog which was eliminated during this year.

** This low figure is due to the elimination of sending out 9,044 Congressional Bills in paper.

*** These are figures from October 1, 1982 - April 30, 1983.
